

## PEACE CORPS PERU VACANCY ANNOUNCEMENT

**POSITION:** **General Services Assistant (GSA)**  
Annual salary range Minimum: S/. 45,747.00 Soles -  
Maximum S/.75,344.00 Soles

**OPEN TO:** All interested candidates with **Peruvian residency/ work permit** (This is mandatory, no exceptions)

**OPENING DATE:** November 25, 2016

**CLOSING DATE:** December 11, 2016

Please, interested candidates for this position should submit a cover letter and resume to Cynthia Guardia (AA/Human Resources/VE) at Vía Láctea 132, Ur. Los Granados, Surco – Lima, or to the email: **recursoshumanos@peacecorps.gov**, along with other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

### **BASIC FUNCTION OF POSITION:**

The General Services Assistant (GSA) is a Personal Service Contractor (PSC) that supports of Peace Corps Peru (PCP) as a member of the General Services Team (GS). This position reports directly to the General Services Manager (GSM) with technical guidance and support provided by the Vehicle and Inventory Management teams in Washington, DC. The GSA will be the property and vehicle fleet manager for PCP, and the Acting GSM (back-up) as needed. Schedules will be coordinated with the supervisor, but the PSC is expected to operate independently with minimal supervision.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Property Control and Management**

##### ***I. Physical Inventories***

Conduct yearly physical inventories – USDH residences  
Conduct yearly physical inventories – Offices  
Conduct yearly physical inventories – Training Center  
Propose and manage all disposals.

##### ***II. Asset Creation***

Create new and transferred asset to add them to inventory system.

##### ***III. Warehouse Keeper***

In coordination with GSM, deliver equipment to staff (heaters, de-humidifiers, fans, sound system, mobiles, etc.) requesting and recording custodial receipt, and monitoring return of property.

Take equipment for maintenance/repair of equipment

GSA plays an active role with 5S methodology in workplace, organizes of warehouse, making sure that equipment is stored property and monitors area is maintained clean.

#### ***IV. Control of Expendable Supplies***

Pick-up, check, registers and store expendable supplies

Deliver office supplies per request of office users

Maintain control of expendable supplies, setting re-ordering points and informing GSM of procurement needs.

#### **Vehicle Fleet Management**

- ❖ Monitor maintenance/repair of vehicles.
- ❖ Keep records of repairs and services.
- ❖ Pick up daily usage of vehicle logs and have them signed by the DDMO and DMO.
- ❖ Monitor maintenance for all Peace Corps vehicles.
- ❖ Enter maintenance and fuel expenses into VMIS in timely manner.
- ❖ Work with drivers to ensure timely submission of all vehicle usage logs.
- ❖ Ensure selection of vehicle maintenance and repair vendors that meet manufacturer's requirements and standard.
- ❖ Inspect vehicles upon their return in order to note any damage or mechanical problems.
- ❖ On a daily basis, inspect vehicles that they are in a safe operating status/condition.
- ❖ Assist GSM in maintaining appropriate supplies and update documentation in vehicles (emissions certifications, SOAT, insurance, MISHAP procedure cards, signatures, fire extinguishers, tool kit, first aid kit, jumper cables, etc.)
- ❖ Manage maintenance and repair vendor to ensure quality and timeliness of services provided.
- ❖ Responsible to work with GSM in Mishap and Accident reporting involving the PCP vehicle fleet. Support of the investigation process is expected.

#### **VI. Other duties**

Will be part of the Emergency Duty Driver Team.

Pick-up or drop-off Peace Corps personnel and official visitors as instructed by supervisor.

Perform any other duties assigned by supervisor.

#### **QUALIFICATIONS**

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- a. ***Education:*** A Community College Degree desired with a preference in Business Administration and/or Automotive Maintenance.
- b. ***Prior Work Experience:*** At least three years progressively responsible experience in vehicle maintenance, property control or logistical functions is preferred. Experience in providing supporting for five to ten team members remotely is desired.
- c. ***Language Proficiency:*** Level II (Elementary) English and Level IV (Fluent) Spanish ability in spoken, reading and writing is required. This will be tested.

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- d. **Job Knowledge:** Must have knowledge and understanding of vehicle fleet preventive maintenance, vehicle insurance, fuel control and property control. Must also know Microsoft Office and work with friendly-commercial software packages.
- e. **Abilities and Skills:**
- Ability to follow instructions and to explain instructions and guidelines to others effectively.
  - Ability to operate and use friendly-commercial software packages, including a word-processing and a spreadsheet application packages.
  - Must have good organization ability and communication skills both written and verbal.
  - Must be flexible, attention to detail, customer service oriented and believe in team work.
  - Must have the ability to respond properly to different and sometimes unexpected situations.
  - Must be able to lift heavy furniture when required.

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## POSITION ELEMENTS

- a. **Supervision Received:** The PSC receives instructions and supervision from the Peace Corps General Services Manager regarding special assignments, changes in regulations and procedures, and unprecedented Work situations. Otherwise, the recurring work of the position is carried out with considerable independence from detailed instructions and review.
- b. **Available Guidelines:** PC Manual, all guidance policy and procedure related to Vehicle Management MS522, 527, Property Control MS511, and various other applicable PC and State Department Guidelines.
- c. **Exercise of Judgment:** Incumbent utilizes available guidelines for all matters, is expected to use his/her own good judgment in all cases, and is expected to seek guidance on those matters and cases that are unusually complex.
- d. **Authority to Make Financial Commitments:** None.
- e. **Nature, Level, and Purpose of Contacts:** Daily contacts with Vendors, PCVs and PC staff concerning logistical needs, personnel transportation requests and errands.
- f. **Supervision Exercised:** Direct supervision of the GS Team while serving as Acting GSM and indirect supervision on regular duties.
- g. **Time Required to Achieve Full Performance in all Duties:** One year

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## Availability

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters (PCHQ) or perform temporary duties (IDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work (SOW) as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

### **Safety and Security**

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PSC immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. **PSC is knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.**

### **General Terms and Conditions**

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The PSC accepts and agrees to comply with all the policies, procedures and guidelines of Peace Corp Peru including but not limited to the Peace Corps Manual and the Peace Corps Peru Staff Handbook.